

What is a Variance?

A Variance is relief from a specific requirement of the Miami Township Zoning Resolution



Who Grants Variances?

The Miami Township Board of Zoning Appeals is responsible for hearing and acting upon variance requests. The Board has five members who are appointed by the Miami Township Trustees. A variance request requires a public hearing before the Board. All adjoining property owners are notified of the hearing and will have an opportunity to comment on the request. The applicant must appear at the public hearing to justify the request. The Board of Zoning Appeals meets the first Monday of each month at 7:30 PM in the Trustees meeting room at 6101 Meijer Drive, Milford, Ohio 45150.

Examples of Variances

- Setback Variance - A setback variance permits a reduction in the required minimum setback of a building or parking area from the street or adjoining properties. For example, with proper justification, a required 35 foot rear yard setback could be reduced to 25 feet.
- Sign Variance - With proper justification the number, size or placement of signs can be varied. For example, a business that is permitted only one sign could receive a variance to permit two signs.

How Do I Justify a Variance Request?

The applicant must show that the literal enforcement of the zoning regulations will create an unnecessary hardship and that the spirit of the Zoning Resolution will still be maintained. It must also be shown that the variance will not seriously affect any adjoining property owners. Types of justifications include the irregular shape of a lot or the topography of a lot.

How Do I Apply for a Variance?

Applications for a Variance can be obtained at the Miami Township Department of Community Development located at 6101 Meijer Drive, Milford, Ohio 45150. Office Hours are from 8:00 AM to 4:30 PM, Monday through Friday or online at our web site.

The deadline for submitting a Variance application is the last working day of the month in order to make the next Board of Zoning Appeals' meeting agenda. The applicant must submit the original and nine copies of the application and all attachments.

Your Community Development Staff:

Larry Fronk, Community Development Director
Gloria Condelles, Zoning Administrator
Jim Brockman, Zoning Inspector

Zoning: (513) 248-3731
Planning: (513) 248-3725
FAX: (513) 248-3730

Web Page: www.miamitownshipoh.gov

MIAMI TOWNSHIP

APPLICATION TO THE BOARD OF ZONING APPEALS

VARIANCE

Office Use Only

Case # _____

Zoning # _____

Fee _____

Check # _____

Receipt # _____

Date: _____

Please check one of the following:

_____ Application for a Variance, Residential (Fee - \$200.00)

_____ Application for a Variance, Commercial or Signage (Fee - \$400.00)

Applicant Name: _____ Phone : _____

Mailing Address: _____

Address of Subject Property: _____

Owner of Subject Property: _____

Owner's Address: _____

Property Identification Number: _____

Size of Property in Acres: _____

Please provide the Section of the Zoning Resolution pertinent to the variance request:

Are there any restrictive covenants on the subject property which are directly related to this variance request: No _____ Yes _____

The applicant is requesting the following variance from the Zoning Resolution:

The applicant is _____ of the property, which is the subject of
(capacity in which you appear)
this appeal. Such property is located on the _____ side of _____
(Street)
approximately _____ feet from _____
(Nearest cross street)

Has any previous variance application or appeal been files in connection with this property No
_____ Yes _____ If yes, when: _____

Please provide in detail justification for the variance request or appeal:
Use additional sheets if necessary.

Please provide the name and address of the owners of all surrounding properties, which includes properties on both sides, to the rear and directly across the street from the subject property. Use additional sheets if necessary. **In addition to the list, you must supply two (2) sets of typed address labels for each of the surrounding property owners, the subject property owner and the applicant.**

Please provide the following attachments:

1. A site plan to scale showing the following:
 - 1" = 50' for sites over one acre
 - 1" = 30' for sites under one acre
- a. All property boundaries and dimensions.
- b. All topographic features.
- c. All existing and/or proposed buildings and additions, including principle buildings, accessory buildings and signage. Also provide square footage and height of all buildings and structures.
- d. Show the existing and proposed setbacks for all buildings and structures.
- e. Identify the use of all buildings and structures.
- f. In the case of a sign variance, provide location, size, height, square footage and any other pertinent information.

I hereby state that all the information contained in this application and its exhibits are true.

Applicant's Signature

Date

Owner's Signature

Date

Subscribed and sworn before me on this _____ day of _____, 20____.

My Commission expires _____, 20 ____.

Notary Public

**** Please submit the original and Nine (9) copies of the application
and all attachments****
All plans must be folded – not rolled